

THE PARISH COUNCIL OF MERTON M5/2022

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN MERTON VILLAGE HALL AT 20:05 ON 9 MAY 2022

PRESENT: David Richardson (Chairman)
Martin Smith, Paul Stubbs and Roy Gurprashad (Councillors)

IN ATTENDANCE: T. Charlesworth (Clerk/RFO)
County Cllr. Callum Miller.
District Cllrs: Gemma Coton and Angus Patrick

1. APOLOGIES: None.

2. PARISH COUNCIL:

2.1. Election: Parish Council Election May 2022:

- a) Non-contested Election: Results Councillors elected David Richardson, Martin Smith, Paul Stubbs and Roy Gurprashad.
- b) 'Acceptance of Office' signed by newly elected councillors witnessed by an Officer.
- c) DPI Registration: To be completed by newly elected councillors and submitted to C.D.C. by Monday 6 June 2022.
- d) Candidate Spending Form must be completed and submitted to C.D.C. by Monday 6 June 2022.

2.2. Election of the Chairman. Cllr. M. Smith proposed that Cllr. D. Richardson be elected Chairman; seconded by Cllr. P. Stubbs:

RESOLVED:

- Cllr. D. Richardson was elected Chairman; accepted and signed the 'Acceptance of Office' witnessed by an Officer.

2.3. Election of Vice-Chairman: No volunteers.

2.4. Vacancies: No applications.

2.5. Co-option: Rules to be considered.

a) Virtual Meetings:

RESOLVED:

- That the Parish Council supported the draft letter.

Clerk

2.6. To Receive Disclosable Pecuniary Interests: None.

2.7. COVID-19: Government Guidelines: No further update.

Cllr. R. Gurprashad gave his apologies he had to leave the meeting as he was on call.

2.8. Welcome Pack: Document had been sent out for review and will soon be ready for publication. The document needs to be reviewed annually.

Clerk`

2.9. Merton Village Neighbourhood Plan: Need to approve new lead.

a) Joint Neighbourhood Plan: Cllr. M. Smith looking at flood defence and footpaths.

MS

2.10. Platinum Jubilee Celebration: A 'Do it Yourself Picnic' is being organised by villagers.

2.11 Code of Conduct: PC to be aware that there is a new draft Code of Conduct.

2.12 Independent Remuneration Panel Report and Notice:

RESOLVED:

- That the Parish Council would not pay any remuneration.

2.13 PUBLIC PARTICIPATION:

3.1: The Chairman welcomed County Cllr. C. Miller to the meeting:

- i. 20mph Speed Limit: In total seventy parishes have applied.
- ii. Islip Bridge: Effects of the temporary traffic lights/cameras and tapes are being monitored and data collected in order to decide how to best reduce the traffic flow on the bridge.
- iii. Flooding: A meeting is being organised with the O.C.C and the water agencies and an invite is extended to Parish Council for two representatives to attend in order that common issues and concerns can be discussed.
- iv. Corporate Activities: The work involved in Community Refugees is not straight forward and the council is trying to respond as soon as possible.

The Chairman thanked CM for attending the meeting.

4. MINUTES:

4.1: That the draft minutes of the Parish Council meeting held on 11 April 2022 at 7.30pm were accepted and approved to be signed by the Chairman D. Richardson.

5. ASSET MANAGEMENT:

5.1: Recreational Field/Play Area/Allotments:

a) Village Hall:

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- i. Air Source Heat Pump: A copy of the quote to be provided in order that the upfront payment can be made; the Parish Council was made aware that the original quote may have increased slightly since it was first issued.
 - ii. Village Hall Cleaner:
 - Contract and job description: C/fwd.
 - iii. Stock Check: C/fwd. M. Smith
- b) Play Area:
- RoSPA: Application acknowledged; the Clerk will be advised when the inspection will be carried out.
- c) Adopt a Site Agreement: C/fwd.
- d) Allotments
- i. Tenancy Agreement: Clerk to update with relevant regulation reference. Clerk
 - ii. Water: In order to maintain the low allotment rent a further addition to the allotment agreement was agreed; to remind tenants to turn off the tap after use. Cllr. P. Stubbs would have a look to see if the tap can be modified in any way. P.Stubbs/Clerk

6. COMMUNICATIONS

6.1: Merton Facebook Page: Login details to be provided to each councillor in order that the page can be updated by all accordingly.

- a) To consider/approve matters for Publication:
- Parish Council vacancies.

7. COMMUNITY:

7.1: Planning Applications: None.

7.2: Decision Notices: None.

7.3: Planning Matters:

- a) O.C.C. - Notice of Definitive Map and Statement Legal Event Modification Order 2022: Councillors tasked with reviewing modifications for Merton: C/fwd. All
- b) O.C.C. - Ploughley Road / A41 junction improvements - update on planned closure: Ongoing.
- c) EV charging points - OCC want to know levels of interest in parishes &: It was noted that the few parishioners that currently own electric vehicles also have their own charging points, so would this be a viable venture.

7.4: Traffic Calming: Report from 'Working Group': Arrangements for a meeting in place.

- a) 20mph Limit Application: No update.

7.5: Bus Stop Light: Land Registry Search: Further advice had been sought but, no response yet.

- a) Light/Solar array and LED fixture: C/fwd.
- b) Book Library: C/fwd.
- c) Maintenance: Update Roof Tiles/Painting: C/fwd.

8: FINANCE:

8.1: Receipts: -

- a) Petty cash and Bookings:
- April 2022: £356.00 in cash and £50.00 in cheques to be banked in the Unity Trust Account.
- b) C.D.C. – Remittance Advice – Ref: 30010440 – Precept – First payment £8,240.00.
- c) Allotment Rent 2022/23 – Plots 5 & 6 - £27.00.

8.2: Account for Payment Prior to the Meeting: None.

8.3: Accounts for Payment:

RESOLVED:

- To approve the following accounts for payment:
- a) Clerks Pay/Exp. April 2022: £187.76 – Cheque No: 101643.
 - b) Oxfordshire Tree Services – Inv. No: 110 - £300.00 – Fallen conifer on recreational area – Emergency work – Cheque No: 101646.
 - c) M. R. & J. S. Cross – Inv. No's: 83 - £156.00 (Grass cutting Woodland 20.4.2022) – 82 - £222.00 – (Grass cutting and strimming Recreation Ground – 20.4.2022) – Total £378.00 – Cheque No: 101644.
 - d) Viking Payments - £46.04 – Inv. No: 8887134/Notice Board (COMF Fund) – Cheque No: 101645.
 - e) Cherwell District Council – National Non-Domestic Rate Demand for the year 2022/23 - £-1,571.85 – Small Business Rate Relief – Total Liability for the Period £0.00.

8.4: Quotes:

- a) Laptop: C/fwd. Clerk/D. Richardson
- b) Electrical Check and Safety Alarms: No update from on-site meeting. P.Stubbs
- c) Merton Woodland:
 - New Fence: One quote provided, awaiting further quote(s).

8.5: Spending under COMF Parishes Fund: Progress Form to be completed.

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- i. COVID-19 Notice Board: Received. Clerk/RFO to complete COMF paperwork, unused funds are to be returned. Clerk/RFO.
- 8.6: Training: No attendance to PAT Testing training.
- 8.7: Banking:
- a) Unity Trust: The application has been approved and the account set up; login information should be received by post.
- b) Switch: This has not been able to be completed because the signatories on the Unity Trust account do not match those on the Barclays Bank account.

RESOLVED:

- That the necessary arrangements are made to contact Barclays Bank and request a manual closure and balance transfer.
- 8.8: Financial Reports and Bank Reconciliation: Were accepted and approved:
Bank Reconciliation 1.10.2021-31.3.2022 (Up to 16.3.2022)
- | | |
|---------------------|--|
| Balance B/fwd | £22,255.46 amended by £12 entered twice. |
| Balance B/fwd | £22,243.46 |
| Add Total Receipts | £ 1,221.76 |
| Less Total Payments | £ 2,193.03 |
| Balance C/fwd | £21,272.19 |

Verification of Bank Reconciliation and Reports: Paperwork presented to Cllr. M. Smith but not yet verified.

- 8.9: End of Year Accounts 31 March 2021: Ongoing.
- a) Action from Audit:
- i. Review of Risk Assessment: No change to document.
- ii. Payroll Controls: Need new laptop so that both Merton and Blackthorn Parish Councils can be separated. Clerk/RFO
- iii. Asset Controls: Deed and Titles: In hand. M. Smith
- iv. Reserves: To provide detail: C/fwd.
- v. Pension Regulator: C/fwd.
- vi. County Archives: C/fwd. Clerk

8.10: End of Year Accounts 31 March 2022:

RESOLVED:

- That the End of Year Accounts 31 March 2022, previously circulated, are approved.
- a) Internal Auditor Report: Clerk to meet virtually with the Internal Auditor on the 17 May 2022 for initial review.
- 8.11: Scribe Accounts: Meeting to be rearranged. Clerk/RFO

9. GENERAL

- 9.1: The Clerks Contract and Job Description: Review: C/fwd. D.Richardson
- 9.2: Correspondence for Action: The lists of correspondence M.P.C. 311 (April 2022) was considered prior to the meeting; all matters for decision added to the agenda.
- 9.3: Matters for Further Information or Discussion:
- a) Matters for Further Information:
- i. Recreational Area: Offensive sprays and an ultrasonic alarm are being used to try and address the issue of rabbits. .
- b) Matters for Further Discussion:
- i. Village Hall: The issue of ants to be addressed.

10. NEXT MEETING: All meetings to be held in Merton village hall in-line with Government guidelines.
- 10.1: 13 June 2022 – 19:30 - Parish Council Meeting.

There being no other business the Chairman closed the meeting at 20:50.

Minutes approved 13 June 2022 – Minute Ref: M6/2022-4.2

Approved and Signed by the Presiding Chairman : D. Richardson

Date: 13 June 2022